

**ENGINEERING AND RELATED SERVICES
JANUARY 8, 2010**

**STATE PROJECT NO. 737-99-1009
RETAINER CONTRACT FOR ROUNDABOUT REVIEW
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Team will be selected for this Contract.

Project Manager – Mr. Hadi Shirazi.

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will assist DOTD personnel with roundabout design. The purpose of this Retainer Contract will be to assist the Department in the design and review of roundabouts as they relate to highway safety and operations.

SCOPE OF SERVICES

Specific goals and objectives are as follows:

1. Provide review and written comment on roundabout feasibility studies which may include determination of adequate Right-of-Way (ROW), capacity analysis, design and simulation software, and other work product associated with the conceptual design phase of a roundabout project.
2. Provide review and written comment on roundabout construction plans and specifications.
3. Provide on-site review of issues or problems arising during the construction phase of a roundabout project.
4. Provide executive-level briefings on the operation, design and construction of roundabouts either on-site, on-line or by teleconference.
5. Provide formal training in the planning, design, construction and operation of roundabouts. Training content and length will be varied based on the purpose, need and audience.

6. Attend either on-site or by teleconference meetings with DOTD and in support of DOTD, including both internal and external meetings, appearances at other events, and any other work determined appropriate by DOTD.

PERFORMANCE MEASURES:

The services provided by the contractor shall be evaluated to determine that these services are provided in a timely and professional manner by:

- The Consultant will submit monthly invoices documenting his progress in the review of submitted specifications and updating non standard and supplemental specifications
- An AutoCAD file for each roundabout that includes all of those areas where guidance is sought. Where changes are recommended, the changes be placed on a separate review layer in AutoCAD so that the original design can be compared to the modified layout.

MONITORING PLAN

DOTD will monitor the performance of the consultant by the increased accuracy and design proficiency of the roundabouts. Monitoring the guidance in complex roundabouts that require a different design because of moderate to severe complexity for DOTD designers.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements, and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual

16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be based on non-negotiated work-hours using a DOTD established billable rate, with a maximum compensation limitation of **\$150,000**.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent in Transportation Planning.
2. At least one Principal or Responsible Member of the Prime-Consultant must be professionally competent in Transportation Planning, with a minimum of five years experience in responsible charge of transportation planning projects involving roundabouts and intersection improvements.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. A Professional Engineer, registered in the State of Louisiana, with at least ten years experience in traffic engineering and design.
 - b. A Planner or Degreed Professional with eight years experience in Roundabout planning, design
4. In addition to the above, the Prime-Consultant or Sub-Consultant must also have a corresponding support staff with the following experience, knowledge and/or training:
 - a. Working knowledge of AASHTO's future Roundabout Guideline.

- b. Proficiency in the use of SIDRA, VISSIM, AutoTurn, and Microstation/InRoads
- c. Understanding and experience in implementing the DOTD's EDSM on Roundabout
- d. Proficiency in the use and interpretation of the Manual of Uniform Traffic Control Devices (MUTCD)
- e. Understanding FHWA's "Guidelines for the Planning, Design and Operation of Roundabout"

* Requirement Number 2 may be met by an engineer in other disciplines, provided that the engineer meets all requirements of the position.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

- 1. Consultant's firm experience on similar projects, weighting factor of 3;
- 2. Consultant's personnel experience on similar projects, weighting factor of 4;
- 3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
- 4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
- 5. Consultant's current work load with DOTD, weighting factor of 5;
- 6. Location where the work will be performed, weighting factor of 4;

Location will be based from Baton Rouge, Louisiana.

** The Planning (PL) performance rating will be used for this project.
The complexity level for this project is **complex**.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Hadi Shirazi – Project Manager
3. Dan Magri
4. Tanya Bankston
5. Terri Monaghan
6. Allison Schilling

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the execution of the contract. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **737-99-1009**, and will be submitted **prior to 3:00 p.m. CST on Monday, January 25, 2010** by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**

Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.